

MEMORANDUM

TO: Superintendents and Principals
FROM: Office of Educator Licensing
SUBJECT: Accessing HQT status
DATE: September 26, 2014

The Licensing Office would like to remind Superintendents and Principals that educators can now access their HQT status through the Vermont Online Licensing System for Educators.

When an educator's HQT status shows "Yes" under *Print License Details*, this is all that is needed for school records regarding their HQT status. AOE no longer produces individual HQT letters for those whose HQT status is "Yes"; the *License Details* page is sufficient for your records. Any educator receiving a new license or endorsement is processed for HQT and receives an e-mail instructing them how to access their own records. If you already have an HQT letter for some educators, those letters remain valid as long as their license is active.

- Educators with no HQT letter need to see the "How to Register" instructions on our website in the *Licensing* section or here for your convenience:
http://education.vermont.gov/documents/EDU-Licensing_Register_ALiS.pdf .
- An "N/A" in the HQT field means that endorsement is not subject to HQT.
- A blank in the HQT field, **IF** they have had their endorsement approved for **longer than 60 days**, should e-mail amy.anderson@state.vt.us in our office.
- A "NO" or "Limited" in the HQT status field will still need a letter which they will receive via e-mail to share with schools/SU's. It will contain details we are unable to display on the *License Details* screen. Most SPED endorsements will still receive a letter.
- For Title I and Alt Program assignments, a letter is still needed.

If you have any questions, please call the HQT Specialist at the Licensing and Professional Standards Office at (802)479-1708.